

STICKLAND'S CE VA PRIMARY SCHOOL
Minutes of the Full Governing Body Meeting (AGM)
held on Monday 12 October 2020 at 5.00pm on Microsoft Teams

20/334	<p>Present: Kathy McCann Headteacher Richard Campbell Foundation Governor/Chair Ruth Adler Staff Governor Jacqueline Comyn Foundation Governor Daniel Ingles Ex-officio Suzie Mutch Foundation Governor Kevin Roberts Local Authority Governor Sadie Watson Associate Governor</p> <p>In Attendance: Lisa Cracknell Clerk</p> <p>Apologies: Jodie Carter Would try to attend but had a poorly pony Gay Lewis Another engagement Linda Potter No Apologies Received Katharine Singleton-Smith No Apologies Received Louisa Spearing Family Event Linda Wilcock No Apologies Received Apologies accepted</p>	Action
20/335	Opening Prayer	
20/336	Virtual Meeting Protocol LC reminded the governors of the guidance regarding virtual meetings should not be held where they could not be overheard. LC advised that she was recording the meeting, the recording would be deleted once the minutes had been agreed.	
20/337	Election of Chair and Vice Chair using Microsoft Forms: <ul style="list-style-type: none"> ● LC thanked RC for his work as chair over the last few years and for seeing them through some difficult times. ● SM stood down as Vice Chair and was voted in unanimously as Chair. ● LW was nominated by SM and was voted in unanimously as Vice Chair 	
20/338	<p>Committees:</p> <p>a) Agree terms of reference: agreed</p> <p>b) Committee Membership: Committee membership was agreed based on last year's membership and the subjects were allocated (Appendix One). Could all governors please check they are happy with the committees they have been allocated and let LC know if they would like to be added or removed from committees. LC to email the newer governors and ask if they would like to join a committee.</p> <p>c) Appoint Governors for the Headteacher's performance management and confirm the arrangements for the review process - KMc has approach Mike Randall to arrange dates for her performance management meeting and will confirm the date as soon as possible. It was agreed that the governors should stay the same as last year (SM, RC and KR) and that LW should be invited to take part as Vice Chair.</p>	<p>All gobs and LC</p> <p>LC & KMc</p>

Signed.....Dated.....

20/339	<p>Individual Governor responsibilities and subject allocations:</p> <p>a) Visiting Arrangements: With the current situation KMc advised that any meetings would have to be done virtually as we are not allowing outside visitors inside school. Book scrutiny will be difficult as staff cannot get together to look at books due to social distancing. It would be best for the governor and subject coordinator to decide how they would like any meetings to run.</p> <p>b) Subject Allocations Available on Eschools and in Appendix One. All governors to check that they are happy with the allocations.</p>	All Govs
20/340	<p>Annual approval of statutory documents and annual financial approvals:</p> <p>a) Standing Orders: this is a DCC policy - Agreed</p> <p>b) Code of Conduct: LC to email to governors and ask them to confirm by email that they agree to abide by the Code of Conduct.</p> <p>c) Register of Interests: LC to email and ask governors to confirm that the details we hold are correct and for any amendments.</p> <p>d) Delegated powers: Agreed (up to £5,000 HT, up to £10,000 Resources Committee and any amount over that needs to be agreed by the FGB)</p> <p>e) Virements: Agreed (up to £10,000 at committee, any amount over that needs to be agreed by the FGB)</p>	LC & All govs LC & All govs
20/341	<p>Dates of meetings for the year and review of the Year Planner:</p> <p>Dates and times amended and LC to add new list to Eschools and the Governors' Google Calendar</p>	
20/342	<p>Approval & Matters Arising from the FGB Meeting held on 16 July 2020:</p> <p>SM will email LC to confirm the minutes were agreed.</p> <ul style="list-style-type: none"> ● Risk Assessment (20/327) - as the situation regarding Covid has not improved then the risk assessment will not change. KMc was offering tours for new parents after school on Fridays as long as the parents were wearing masks however, following County's guidance we can no longer provide new parent tours. KMc is offering virtual meetings and has filmed a tour of the school to show the parents during their meeting. We are hoping this guidance will change but County have advised us that they will not support us if we go against their advice. Governors asked how parents felt about this and KMc confirmed that they seem happy with this new arrangement. ● To ensure good indoor airflow we have to keep the windows and doors open which means it is chilly in school. Staff and children have been told to ensure that they wrap up well and we have relaxed uniform rules allowing them to wear appropriate warm clothes. We are still asking them to wear their school sweatshirts. The heating is on and this has helped. ● Governors asked how the children are coping since they returned to school in September. KMc and RA confirmed that they have settled in very well and that leaving them in their previous classes has definitely helped. The children are being assessed by the staff they know and the staff are then liaising with their new teachers regarding their current levels. ● 20/328 - KMc confirmed that the goal structure has been installed and that we now have 11 Pupil Premium children. 	
20/343	<p>School Action Plan: This will be different this year and KMc will be using "The Education Endowment Fund guide to support school planning for 2020/21" which she has found and</p>	

Signed.....Dated.....

	this seems to be very relevant to our current position. The new SAP will be presented at a later date in a familiar format.	
20/344	Safeguarding Policy: Dorset County Policy was agreed by the FGB SW & RA Left the meeting	
20/345	Teachers' Pay: LC explained the options regarding the DFE's suggested pay scale. After taking into consideration the fact that the school had budgeted to use half points this year and that if we were to align with the DFE's suggestion it would have a significant effect on the budget. The governors agreed to continue with half points this September so that we could budget and then align with the DFE's pay scale in September 2021. It was agreed that the finance reports would be carry forward to the next Resources meeting.	
20/346	Any other business: SW & RA rejoined the meeting and LC left the meeting KMc spoke to the governors and advised that LC has tried to resign due to the lack of responses from governors to her emails and the extra workload that it is causing her. KMc has persuaded her to stay for the time being but as this will be the fourth clerk that will leave due to the lack of governors' responses and participation in meetings. It was felt that governors who do not attend meetings or respond to emails should be approached and asked if they still felt it was appropriate for them to remain in the role. A core group of governors are keeping the FGB running and it is unfair on them to be under permanent pressure to attend all meetings. Governors find it difficult that they are having to access more than one program to access governor's information and asked if we are any further forward with combining all the information on one platform. KMc advised that this is still in progress. and we will advise governors once it is up and running but pointed out that if governors kept an eye on their current outlook emails, then they will find the information they need for meetings, etc and where to access it. Governors agreed that there should be a more stringent approach to dealing with governors who do not attend any meetings in a 6 month period as per the regulations below:- <i>A person is disqualified from being a governor of a particular school if they have failed to attend the meetings of the governing body of that school for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the governing body.</i> SM to contact governors in her new role as Chair to discuss their responsibilities as a governor and the expectation of the role.	SM
20/347	Closing Prayer	
	Meeting closed at 6.30pm	

Date of next Meeting : Monday 7 December at 5.00pm

Signed.....Dated.....

APPENDIX ONE

Committees

Headteacher's Performance Management	Suzie, Richard, Linda & Kevin
Resources (8)	Kathy, Richard, Linda, Jax, Suzie, Katharine, Daniel, Sadie
Performance & Standards (6)	Kathy, Richard, Kevin, Ruth, Katharine, Suzie

Subjects

English/Writing	JC Coordinator - AL
Safeguarding	LS

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RE	LW Coordinator - CH
Admissions	Not required as Dorset Council handle our admissions
Science	To be appointed as needed Coordinator - KW
SEND	KR and SW Coordinator – RA
Numeracy	RC Coordinator - MS
Pupil Premium Governor	DI
EYFS	LW
Pupil Discipline	JC & KM
Health & Safety	SW
Governing Body Development	SM & KR

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